
FY97 Staffing Plan

FTE/headcount summary Complete the FTE/Headcount Summary form to reflect your staffing levels for the remainder of FY96 and your anticipated staffing levels for FY97. The FTE/Headcount Summary form should be worked at the group level and then combined into one form that reflects a division-level staffing overview. Input from the budget analyst is required for Column J.

Column A There are 11 UC labor categories as well as a category for contract labor (line 12) and a category for nondivision staff (line 13).

Nondivision staff are defined as staff supported by your organization's budget on a continuing basis, assigned to your organization to provide support of either a technical or administrative nature, but who are not a part of your attendance roster. Nondivision staff are the management responsibility of another "home" organization while your organization serves as the "host" organization. Examples of nondivision staff to be reported on this line include BUS-2, -3, and -8 financial analysts and HR Staffing generalists who are assigned to your organization at your request and at your expense.

Columns B through H Report numbers as headcount.

Column B Establish a baseline headcount for your organization as of 6/1/96.

Column C Record all anticipated additions to your organization for the remainder of FY96. Additions include hires, transfers-in, additional contract personnel support, etc.

Column D Record all anticipated deletions to your staff for the remainder of FY96. Deletions include terminations, retirements, transfers-out, terminations of contract or Form B arrangements, etc.

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| Column E | Establish a beginning balance for FY97. The FY97 beginning balance should equal your 6/1/96 baseline plus any additions and minus any deletions ($E = B + C - D$). |
| Column F | Record all anticipated additions to your organization through the end of FY97. Additions include hires, transfers-in, additional contract personnel, etc. |
| Column G | Record all anticipated deletions to your staff through the end of FY97. Deletions include terminations, retirements, transfers-out, terminations of contract or Form B arrangements, etc. |
| Column H | Establish an ending balance for FY97. The FY97 ending balance should equal your beginning balance plus any additions and minus any deletions ($H = E + F - G$). |
| Columns I and J | These numbers should be reported as FTEs. |
| Column I | Calculate your FTE balance as of the end of FY97. The FTE balance (Column I) may not be the same as headcount balance (Column H) if you have personnel who work less than full-time, who are added or deleted during the fiscal year, etc. |
| Column J | Supportable FTE refers to the average FTE level that can be supported in your organization based on FY97 budget estimates. The FTE levels to be recorded in this column will be provided by your budget analyst after he/she reviews the program matrices. |
| Reconciliation | By comparing the number of supportable FTEs reported in Column J with the number of projected FTEs reported in Column I, the manager should be able to identify discrepancies and reconcile accordingly. |

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**Anticipated
skill gaps**

Use the Anticipated Skill Gaps form to identify the skill areas in which your organization has, or anticipates having, an insufficient number of qualified personnel to meet its strategic goals and directions. (The first two lines are completed as an example only.) This information will be used by the Laboratory to plan for strategic recruiting of new personnel as well as retaining existing personnel.

**Potential skill
excesses**

For FY97 only, list all potential skill excesses in your organization. (Report only those skill excesses that are the responsibility of your organization. Nondivision staff, as defined under Column A of the FTE/Headcount Summary form, should be reported to the responsible organization.) This information will be used to update DOE's Workforce Restructuring Plan for the Laboratory for FY97. The Laboratory's failure to report the full potential impact of our anticipated workforce restructuring in FY97 could delay the termination of employees, if ultimately required. Consequently, you should estimate potential excesses considering the worst possible case. Be assured that the anticipated skill excesses will be reported to DOE for inclusion in the Workforce Restructuring Plan in a manner that will not reveal the identity of any employee or Laboratory organization.

Use the Potential Skill Excesses form to report your data. (The first two lines are completed as an example only.) In this form, report only those skill excesses that are the responsibility of your organization. The reporting of nondivision staff in excess skill categories is addressed in the section titled Nondivision Staff in Excess Skill Groups.

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**Nondivision
staff in excess
skill groups**

Nondivision staff who are targeted for return to their home organization in FY97 should be reported directly to the home organization. Anticipated returns of nondivision staff should be reported as early in the staffing plan exercise as possible because of the impact these returns have on the home organization's staff planning decisions. It is the responsibility of the host organization to report these returns to the home organization. The Nondivision Staff in Excess Skill Groups form may be used to assist you in documenting those nondivision staff skill excesses/returns that need to be reported. (The first two lines are completed as an example only.)
